

Retention and Classification Report

Agency: Department of Workforce Services. Office of Job Training (554)

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AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 14816

3

TITLE: Administrative directives

DATES: 1983-

ARRANGEMENT: Numerical by directive number

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These directives are sent from the Office of Job Training to the service delivery areas (SDAs) throughout the state. They document the policy decisions of the Office of Job Training respecting the SDAs. Information includes a directive number (issued sequentially), interpretations of state or federal law related to job training programs, and signature of authorizing official.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 70.

AUTHORIZED: 04/10/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 5974

3

TITLE: Comprehensive Employment Training Act (CETA) closeout files

DATES: 1978-1984.

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

These are case files which document the closing of each fiscal year, indicating the balance of funds to be carried over to the next year up to 1984, the year the CETA program was terminated. These files include close out papers, subgrantee's cost reports, deposits, names of employees working with the files, the titles under which the funds were distributed, and the money spent in the administration of the program.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 01/1986

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 5974

TITLE: Comprehensive Employment Training Act (CETA) closeout files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 5973

TITLE: Comprehensive Employment Training Act (CETA) fiscal case files

DATES: 1973-1984.

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

These are fiscal case files which document the funding of the CETA programs from various federal grants to state districts. These files include warrant requests, journal entries, FIRMS (Financial Information Resource Management System) reports, subgrantees' cost reports, contracts, manual ledgers, sources of funding, names of grants, applicable title numbers, and names of employees working with the programs.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 01/1986

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 5973

TITLE: Comprehensive Employment Training Act (CETA) fiscal case files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 85191

3

TITLE: Customized fast industrialized training contract files (JTPA)

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These contract files document the cooperative agreements between the agency and private companies or educational institutions to provide job training to Job Training Partnership Act (JTPA) program participants. The job training varies from basic secretarial tasks to highly technical and mechanical training. The large majority of contracts are made between the agency and the State Office of Education. The files include cooperative agreements (date, contractor and subcontractor names, amount of the agreement, and number of participants), Custom FIT monitoring reports, financial information related to the contracts, and correspondence.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after obligation of funds or property disposition and then destroy provided no litigation or audit has been initiated.

APPRAISAL:

Administrative Fiscal

This disposition is based upon federal requirements, 20 CFR 629.21 and 20 CFR 629.35.

AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 85191

TITLE: Customized fast industrialized training contract files (JTPA)

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 485

3

TITLE: Executive correspondence

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This is the record of incoming and outgoing personal correspondence created and received by the director of the Office of Job Training For Economic Development. It documents the principle administrative actions taken by the agency. The correspondence includes letters and memoranda with the Governor, Department of Labor, service delivery areas (SDA), Job Training Coordinating Council, state agencies, private industry councils, and some internal correspondence.

RETENTION:

Retain 5 years or until administrative need ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 61.

AUTHORIZED: 03/30/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years or until administrative use ends and then transfer to State Archives with authority to weed.

AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 485

TITLE: Executive correspondence

(continued)

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 14817

3

TITLE: Information notices

DATES: 1989-

ARRANGEMENT: Numerical by notice number

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These informational notices are sent from the Office of Job Training to the Service Delivery Areas (SDAs) throughout the state. They facilitate communication with the SDAs. Information includes a notice number and information about upcoming conferences (including agenda and costs), staff changes, and any other topic deemed to be administratively important to the Office of Job Training.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 16.

AUTHORIZED: 04/12/1995

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 14817

TITLE: Information notices

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 14820

3

TITLE: Job Training Partnership Act annual closeout files

DATES: 1985-1997.

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These close-out papers, subgrantee's cost reports, and deposit records document the financial status of the Job Training Partnership Act program in Utah at the end of each fiscal year. Information includes names of employees working with the files, the allocation of funds expended, administrative costs, and related information.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Fiscal

This disposition is based on the general audit requirements of financial records.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 14821

3

TITLE: Job Training Partnership Act fiscal case files

DATES: 1985-1997.

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These warrant requests, financial journals, FINET reports, subgrantee's cost reports, contracts, and ledgers document the financial affairs of the Job Training Partnership Act program in Utah. Information includes grant names, applicable title numbers, names of employees working with the programs, payee names, and payment amounts and dates.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Fiscal

This disposition is based on the general audit requirements of financial records.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 490

TITLE: Job Training Partnership Act Title III discretionary fund dislocated worker program files

3

DATES: 1985-1988.

ARRANGEMENT: Chronological

TOTAL VOLUME: 2.00 cubic feet.

DESCRIPTION:

These funding requests for proposed projects and program records document the administrative and fiscal operations of the Dislocated Worker Program. The program was a joint venture by the Office of Job Training for Economic Development (OJTED), Employment Security, Social Services, and the American Federation of Labor and Congress of Industrial Organizations (AFL-CIO) to create a single resource center in Utah to serve dislocated copper and steel workers. Information includes meeting minutes and agendas from the Appropriation and Monitoring Committee, reports of the steel and copper industry in Utah, grant proposals, fund appropriations according to the number of dislocated workers from those companies, data about the implementation, operation, closeout of the Dislocated Worker Resource Center, Title III Discretionary Funds, and National Reserve Account Grants. When the Resource Center closed in 1988, the participating agencies divided the records the participating agencies divided the records among themselves.

RETENTION:

Retain 2 years after submitting final report to Labor Department or until current litigation, audit, or claim is resolved.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after submitting final report to Labor Department or until current litigation, audit, or claim

AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 490

TITLE: Job Training Partnership Act Title III discretionary fund dislocated worker program files

(continued)

is resolved and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical Legal

This disposition is based upon 20 CFR 629.35(3)(1990) which applies to JTPA Title III program records. "For funds allotted to a State for any program year, records must be retained for two years following the date on which the annual expenditure report containing the final expenditures charged to such program year's allotment is submitted to the Department of Labor." Also, "if any litigation or audit is begun or if a claim is instituted involving the grant or agreement covered by the records," the records shall be retained until litigation, the audit, or the claim is resolved. Although the program records were divided up among participating agencies when the program was discontinued, the records contain material that is relevant to the study of the declining steel and copper industry within the state, and the efforts to deal with the workers who were dislocated by the decline. The meeting minutes and agenda of the Appropriation and Monitoring Committee reveal the discussions and issues that were relevant during this time period.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private

AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 85190

TITLE: Service delivery area program compliance monitoring reports (JTPA)

DATES: 1984-

ARRANGEMENT: Alphabetical by service delivery area name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These reports are used to monitor satellite offices for compliance with the Job Training Partnership Act, both federal and state laws. The reports primarily document implementation of the Summer Youth Employment Training Program and Title II(a) Adult and Youth Employment Training Program. The reports verify findings and recommend corrective actions. Each report contains a review of service plans, notification letter, monitoring schedule, action plan, service delivery area (SDA) report, state report, worksite agreement, participant interviews, supervisor interviews, eligibility verification, and SDA questionnaire.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after obligation of funds or property disposition and then destroy provided litigation or audit has not been initiated.

APPRAISAL:

Administrative Fiscal

This disposition is based upon federal requirements, 20 CFR 629.1 and 20 CFR 629.35.

AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 85190

TITLE: Service delivery area program compliance monitoring reports (JTPA)

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 489

3

TITLE: State job training coordination council minutes and briefing packets

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These packets document the monthly policy and oversight decisions made by the State Job Training Coordination Council (SJTCC Board), the agency's governing board. The board's decisions relate primarily to the Job Training Partnership Act (JTPA) and state funded programs operated by the division. The board's recommendations are submitted to the Governor for final approval. These packets include the minutes of the prior month's meeting, Service Delivery Areas' (SDA) fiscal and program information, legislative funding requests, SDA annual plans and board recommendations for corrective actions to improve program operations. The board responds to new federal and state mandates affecting JTPA and approves any proposed amendments to state laws governing the division. These records contain names and signatures.

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/18/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and

AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 489

TITLE: State job training coordination council minutes and briefing packets

(continued)

then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 14819 3

TITLE: Travel files

DATES: 1985-

ARRANGEMENT: Alphabetical by employee name, thereunder chronological by travel date

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

Correspondence, forms, and related records pertaining to agency travel and transportation functions.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 45.

AUTHORIZED: 04/13/1995

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302 (1)(e) (2008)

AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 488

3

TITLE: Weekly production reports

DATES: 1985-1992.

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These reports document weekly work progress of employees to their unit supervisors and the progress of each unit to the division director. The director uses these reports to prepare a more comprehensive report to the department head. This series of reports serves as a tracking mechanism of work activity. They are especially useful in monitoring progress of short-term projects. The reports include summaries of assignments and narrative reports of progress made in each of the agency's units: fiscal, program compliance, audit, program policy, management information systems, and administration. These reports do not include the director's summary report.

RETENTION:

Retain 1 year or until projects are completed or evaluated.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 48.

AUTHORIZED: 01/09/2004

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until unfinished projects are completed or evaluated and then destroy.

AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 488

TITLE: Weekly production reports

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 85184

3

TITLE: Work incentive (WIN) grant files (JTPA)

DATES: 1973-1986.

ARRANGEMENT: Chronological

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

These case files document the federal funding of the Work Incentive Program (WIN) in Utah. The files compare the actual versus planned expenditures and services provided, determine program compliance, evaluate program access to federal funding, and authorize the expenditure of funds. These files include WIN grants, financial reports, notices of fund availability, letters of credit, grant closeouts, funding summaries, signatory authority forms, expenditure plans, and correspondence. This program was discontinued in 1987.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after obligation of funds or disposition of property and then destroy provided no litigation or audit has been initiated.

APPRAISAL:

Fiscal

This disposition is based upon federal requirements, 20 CFR 629.35.

AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 85184

TITLE: Work incentive (WIN) grant files (JTPA)

(continued)

PRIMARY CLASSIFICATION:

Public